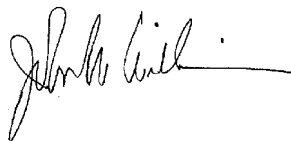


For: FFAS Offices

**Physical Inventories of Capitalized Personal Property**

Approved by: Deputy Administrator, Management



**1 Physical Inventories**

**A**

**Background**

Notice AS-2009 instructed FFAS Offices to suspend all physical inventories and provided:

- new personal property classification standards
- a deadline for KCAO, ASD and MSD to update the records
- a new target date for conducting physical inventories
- instructions for managing noncapitalized property.

**B**

**Purpose**

This notice informs FFAS Offices that conducting physical inventories of capitalized personal property is **not required at this time**.

**Note:** During Foundation Information for Real Property Management and Property Management Information System training, FFAS Offices will be instructed when to conduct physical inventories.

**C**

**Contact**

If there are questions about this notice, call Dennis Hall or Kendell Stargell, MSD, at 202-720-7005.

**Disposal Date**

January 1, 2001

**Distribution**

All FFAS Offices; State Offices relay to County Offices